



TOWN OF SPENCER, MASSACHUSETTS
CHECKLIST FOR APPLICATION FOR
CHANGE OF MANAGER

Applicants must complete all forms required by the ABCC which can be found on their website. Go to <https://www.mass.gov/how-to/amend-your-alcoholic-beverages-retail-license-change-of-manager-abcc>

The ABCC requires the application to be typed. After you complete the application, print a hard copy and deliver with all required documents to the Selectmen's Office. Please provide a copy of the TIPS certification for the new manager along with the application.

You will be provided with a hearing date to appear before the Board of Selectmen for approval. Upon approval, your application will be forwarded to the Alcoholic Beverages Control Commission for final approval.

Upon approval by the ABCC, the Local Licensing Authority issues the license after all paperwork is complete and payment of the licensing fee is received.